

1 June 1956

2084

25X1A

[REDACTED]

Seems to me suggestor has a good point and the Office of Logistics should be instructed to switch to black. [REDACTED]

25X1A

* Agree with #3 of memo from LO.

** I'd like to hear from GSA. They undoubtedly go through this exercise many times. [REDACTED]

25X1A

/s/

*** This seems to warrant a little further explanation. What are Management Staff views? Agree with [REDACTED], above, that GSA might give us a useful comment.

25X1A

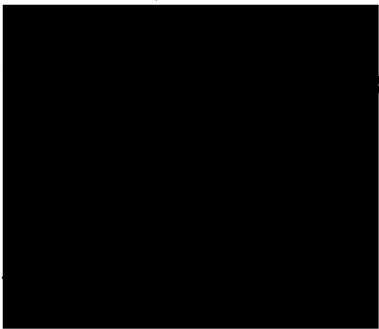
25X1A

/s/

[REDACTED]

Suggestion No. 2084

25X1A



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2731

4 June 1956

Due Date: 19 June 1956

Please review the attached suggestion. Any comments you can make will be appreciated.

25X1A

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For your information Mr. [redacted] of Logistics informs us that GSA has not run a survey on this subject.

1. As far as I know the only machine which requires black ink (ie ink with carbon elements) is the thermofax. It does not seem feasible to me to change all the ink in the Agency for one process. Also, the other types of copying machines can be used where blue-black ink has been used.

25X1A

/s/ [redacted]

ROUTING AND RECORD SHEET

SUBJECT: (Optional)				
FROM: Executive Secretary Incentive Awards Committee			NO. 2084	
			DATE January 20 1956	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) Date Due: 14 February This suggestion is forwarded to you per evaluation of Logistics. Your comments will be appreciated. /s/ [redacted] Believe this falls more in the experience of Records Management or Business Machines Service. /s/ [redacted] It would seem that the reply to this suggestion should be based on the joint comments of the components having responsibility for approving the procurement of reproduction equipment and procurement and distribution of ink supplies. These responsibilities are now in the Logistics office. /s/ [redacted]
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Suggestion No: 2014

Make black ink the main ink supply item of the Agency instead of blue and blue-black. It is equally good for writing and for superior for photographic reproduction, Thermifax reproduction and possibly for other methods of reproduction.

The Agency has a vast investment in reproduction equipment to save typing time (and for other reasons). Manuscript papers and corrections to typed papers could often be reproduced instead of typed or re-typed if the quality of the reproduction is good.

For savings possibilities, make a survey of paper production for one office for a day or week. Check particularly on (1) informal notes where an extra copy or two are suddenly needed, (2) papers retyped because of a few corrections, (3) notes on transmittal slips which are copied by typewriter onto original papers where reproduced copies of the slip could be attached to each copy of the paper instead.